



Grant Writing

Tips to help fund technology projects

Agenda

- Steps to take
- Grant locations
- Other tips

Steps to Take

- Project Idea
- Research/Data
- Locate grant
- Approval from Admin, Tech Coordinator, and Business Office
- Determine Team
- Write the Grant

Project Idea

- What do you want to do that you can't know?
- How would getting a grant help?
- What are the trends?
- Sustainability?

Research/Data

- What does the research say about what you are requesting?
- Why is it a current need?
- How will you measure if it is successful?
- Who is offering the grant and why?

Approval

- Early on let your building administrator know
- Check with Tech to make sure what you want will work in the system
- Include the Business Office so they can make sure everything is following procedure
 - Required matching?

Determine Team

- Core team - Who are those with greatest responsibility?
- Extended team - Who are sponsors and key influencers, those who will react and edit but not have day to day responsibilities?
- External network – who has key information (city demographics, faculty student ration, free and reduced lunch data, assessment data, community partners, etc.)

Team Members

- Expertise - what they know
- Experience - what they have done
- Relationships - who they know
- Desire - passion keeps them going
- Authority – they get things done

Application Forms

- **Read Application forms**
- Read the questions carefully -- read them again
- Proofread your answers.
- Type answers, if possible; otherwise print them neatly and legibly.

Writing

- **Background.** Document the need for your project with demographics, test results, and anecdotal evidence.
- **Mission statement.** Identify the projects potential outcome.
- **Goals and objectives.** Make sure they are specific and measurable.
- **Timeline.**
- **Planned assessment tool(s).** Again, be specific.
- **Required materials, supplies, and personnel.**
- **Total cost.**

Narrative Section

- Statement of need
- Planned approach
- Assessment procedure
- Timeline
- Applicants credentials,
- Clincher.
 - Why the project is needed and why it is an important funding opportunity for their business or organization.
 - Let the funder know that the project is important to you and that you're excited about its possibilities.

Writing Tips

- Write professionally, but avoid too much educational jargon.
- Define any educational buzz words that you do use.
- Be specific about your projects goals and objectives
- Focus on results!
- Follow the rules
- Don't assume that more is better or that your way is better.

Budget

- Cost projections for the project.
 - specific, reasonable, realistic, accurate, and flexible
 - Include other revenue sources, if any are available.
- Consistent with the narrative.

Why Not Approved?

- They didn't fit the socio-economic group the business or organization funds.
- They didn't meet the objectives the business or organization had in mind to fund.
- They focused too much on the equipment.
- The projects plan wasn't thought out well enough.
- Competition was high. You had an excellent grant prospect, but there were so many good ones, yours didn't make the cut.
- The reviewers just didn't like it!

Locating Technology Grants

- <http://sdmatech.wikispaces.com/Grants>
- AnneMarie Foundation: Feb. 1st
- WEMTA: Jan. 15
- Twitter
- Professional Organizations

Other Tips

- Be confident
- Be organized
- What does it hurt?